

## ADMINISTRATIVE SPECIALIST

GRADE 27

FLSA Status: Non-Exempt

### **GENERAL DEFINITION OF WORK:**

Performs intermediate paraprofessional and responsible administrative work assisting with a variety of specialized office support and administrative tasks; does related work as required. Work is performed under general supervision. Supervision is exercised over subordinate office personnel.

### **ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

**Providing primary office assistance and administrative support in a department; preparing and maintaining detailed, complex and/or confidential records and files; preparing reports; assisting the public; supervising subordinate clerical personnel.**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Serves as lead worker; monitors and coordinates unit or office operations; ensures that goals and objectives of the unit are followed and met; supervises, directs, trains and evaluates performance of assigned staff; participates in recruitment and selection of employees; coordinates calendar activities; schedules meetings, appointments, interviews, etc.; coordinates travel arrangements.
- Assists the public with the completion of various records, applications, etc.; verifies completeness and accuracy of information; prepares and issues permits; handles inquiries and complaints from the public.
- Coordinates and assists with processing accounts receivable, accounts payable, purchasing, payroll, budgetary and other financial data; reconciles invoices with payment vouchers; performs calculations and posts to statistical and other records applying knowledge of regulations; receives, receipts and accounts for various revenues; makes deposits.
- Prepares and maintains a variety of office files, accounts and other records; assists with budget process; compiles information and verifies data; reconciles bank statements; prepares financial, statistical and project status reports, spreadsheets and papers.
- Enters a variety of data into computer; verifies statistical and other records for accuracy and completeness; enters and retrieves sensitive and restricted information into computer system; compiles statistical and administrative data for reports; performs related research; generates reports.
- Takes and transcribes dictation; types a variety of documents including correspondence, forms, reports, purchase orders, requisitions, resolutions, ordinances, proclamations, court orders, meeting minutes, agendas, etc. where a knowledge of format and presentation is necessary; composes correspondence independently.
- May serve as Network Administrator relative to access IDs and passwords; performs software systems administration duties; may serve as help desk operator; develops and provides software training; receives and responds to computer system assistance calls.
- Trains and oversees subordinate clerical personnel; participates in recruitment and selection of employees; serves as back up for other department employees.
- Operates a variety of standard office equipment; receives and processes incoming and outgoing mail; maintains inventories and orders supplies.
- Performs related tasks as required.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

Comprehensive knowledge of the organization and functions of the department and of general administrative policies and practices; comprehensive knowledge of standard office practices, procedures, equipment and office support techniques; comprehensive knowledge of business English, spelling and arithmetic; ability to read, understand and interpret difficult materials with complicated information that may contain excerpts from regulatory and/or legal documents; ability to keep office records and to prepare accurate reports from file sources; ability to perform and organize work independently; ability to prepare effective correspondence on routine matters and to perform office management details without referral to supervisor; ability to operate standard office and computer equipment including ability to operate specialized software; ability to establish and maintain effective working relationships with associates and the general public.

### **EDUCATION AND EXPERIENCE:**

Any combination of education and experience equivalent to graduation from an accredited community college with major course work in business management or related field and considerable experience in administrative support and office operations.

### **PHYSICAL REQUIREMENTS:**

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires reaching, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

### **SPECIAL REQUIREMENTS:**

Possession of an appropriate driver's license valid in the Commonwealth of Virginia. May be required to be a Notary Public. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.